

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

March 25, 1957

CIRCULAR NO. A-16  
Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Programing and coordination of surveying and mapping

1. Purpose. This Transmittal Memorandum promulgates as Exhibit B to Circular No. A-16 of January 16, 1953, a procedure for standardizing the preparation of compiled maps issued hereafter by any Federal agency. As far as practicable, such maps shall be prepared as individual loose-leaf atlas sheets giving information on the United States and its Territories, in accordance with the specifications in Exhibit B. These specifications are based upon the recommendations of the Committee on a National Atlas of the United States of the National Academy of Sciences and the National Research Council, composed of representatives of Federal agencies and of nongovernmental organizations.

2. Coverage. Exhibit B applies to maps and charts compiled by Federal agencies from information available in the form of existing maps, charts, and documents. It does not cover survey maps made from direct observations and measurements.

3. Submissions. Agencies publishing maps covered by Exhibit B are requested to send a copy of each upon publication to the Map Information Office in the United States Geological Survey. That Office will maintain a list of all such maps issued, giving descriptive title, catalog number, scale, place where obtainable, and price.

PERCIVAL F. BRUNDAGE  
Director

Attachment

**\*OMB Declassification&Release Instructions On File - No Referral To OMB\***

(No. A-16)

EXHIBIT B  
CIRCULAR NO. A-16

STANDARDIZATION OF COMPILED MAPS ISSUED BY FEDERAL AGENCIES

The following specifications shall be applied in the preparation of maps and charts for purposes of Exhibit B:

1. Size of sheet. Maps or charts shall be printed on sheets 16 by 22 inches, or of a size readily foldable to these dimensions.
2. Scale. The standard scale for a 16 by 22 inch atlas sheet shall be 1:10,000,000. The standard scale for a 28 by 42 inch sheet or a larger one that can be folded to the standard dimensions shall be 1:5,000,000. Departures from these standard scales shall be made only where the nature of the subject matter makes it desirable, in multiples of 1,000,000.
3. Projection. Maps and charts prepared as atlas material shall be based on Albers equal area or Lambert conformal projections, except where special circumstances indicate the need for another projection.
4. Territories. The Territories generally shall not be shown on the same sheet as the standard scale map, but on a separate sheet of standard dimensions (16 by 22 inches). Scales for maps of the Territories shall be chosen from among those having ratios in multiples of 500,000, e.g., 1:500,000, 1:10,000,000, or 1:15,000,000.
5. Grouping small maps. Where the subject matter requires only small maps or charts, they shall be grouped on a sheet of the recommended standard size (16 by 22 inches), and the scale shall be chosen with ratios in multiples of 5,000,000, e.g., 1:20,000,000, 1:25,000,000, or 1:50,000,000.
6. Sample maps and index maps. Where large numbers of similar maps of a particular kind are issued (e.g., topographic quadrangles), specimen copies of these may be included as samples, accompanied by a status map showing the coverage to date of the kind of map illustrated, with sample and status map each on a standard-sized sheet (16 by 22 inches).
7. Width of binding margin. A strip two inches wide shall be left clear at the left-hand margin.
8. Explanatory text. Any explanatory text, in addition to that carried on the front, shall be printed on additional sheets of standard size (16 by 22 inches) or on the back of map sheets of standard size.

- 2 -

9. Numbering of sheets. Each agency, prior to publication of a map as an atlas sheet, shall forward its descriptive title and a definition of areas and subject content to the Map Division of the Library of Congress, which will designate Library of Congress and Dewey Decimal catalog numbers to be printed on it.

10. Border format. Each sheet prepared as atlas material shall contain standard information concerning map scale, projection, issuing agency, catalog number, place where obtainable, and price.